

Chief, Management Staff

22 January 1957

Chief, Records Management Staff

Weekly Report - Week Ending 16 January 1957

1. Contributions

- a. Acquisition Branch, Library has agreed to our proposal to transfer approximately 600 cubic feet of inactive records to the Center.
- b. Application of the Records Control Schedule in ONE resulted in the destruction of 18 cubic feet of records in the office and agreement to transfer additional records to the Center.
- c. Six cubic feet of inactive records were transferred to the Center from the Medical Staff and 12 additional cubic feet will be moved shortly.
- d. Application of the Records Control Schedule in the Management Staff resulted in the destruction of about two cubic feet in the office and the transfer of two cubic feet to the Center.
- e. Eight new and revised forms completed.

2. General News

- a. The revised Fitness Report has been approved by the Career Council. As soon as some minor changes are made it will be sent to Printing Services Division for a supply of 200 for test purposes.
- b. Typewriter platforms, ordered in response to an adopted employee suggestion, have been delivered to Building Supply Offices. A pamphlet illustrating the use of the platform is in process of distribution.
- c. A records disposition schedule has been developed for the Cable Secretariat and is awaiting their approval.

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Mgt S/RMS [redacted] (22 January 1957)
Approved For Release 2006/05/24 : CIA-RDP70-00211R000900060063-6

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